

SENIOR UTILITIES ENGINEER

DEFINITION

Under general direction, supervise, direct, plan, and coordinate the assigned functions and activities of the Engineering Section of the Utilities Division.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position that performs, oversees, and directs all assigned activities of the Utilities engineering section, including planning, conceptual design, final design, cost estimating, project bidding process, services during construction and construction management for variety of projects in water distribution, sewer collection, stormwater management, and wastewater treatment. This position is distinguished from that of subordinate Associate Civil Engineer position by its responsibility for the supervision of assigned engineering and technical staff, in addition to engineering and technical responsibilities for project development, design, and construction management for more complex projects. This position is distinguished from Deputy Director of Public Works for Utilities by the latter position's overall responsibility for all aspects of the Utilities Division functions.

SUPERVISION RECEIVED

Receives general direction from the Deputy Director of Public Works/Utilities.

SUPERVISION EXERCISED

Provides direct and indirect supervision to professional and technical staff.

ESSENTIAL DUTIES

Assists in the development and implementation of the Engineering Section's goals, objectives, policies and priorities.

Plans, organizes, controls and evaluates the assigned functions and activities of the Engineering Section of the Utilities Division.

Provides direct and close supervision in the preparation of assigned master plans and studies that outline future water, wastewater and drainage requirements.

Prepares drawings, models, and displays for special studies and reports completed by the Utilities Division, and explores and studies the preparation of area wide master plans guiding future installations of major water and sewer facilities.

Directs the work and provides general supervision in the preparation of plans, specifications, cost estimates and the administration of contracts for small construction projects in utilities (e.g., small water main, sewer main and storm drainage projects).

ESSENTIAL DUTIES (continued):

Revises and updates standard specifications and details related to water and wastewater utilities.

Checks plans prepared by other agencies for conflict with the City's existing and proposed utilities systems.

Consults with and advises other City employees on utilities engineering matters.

Participates in the selection and supervision of private professional engineers for the development of plans and specifications, studies and reports.

Coordinates utilities engineering related activities with Engineering & Transportation Division, other City departments, divisions, and sections and with outside agencies.

Prepares reports and makes recommendations on the Utilities Division's portion of the City's capital improvement program.

Develops and recommends an annual budget and priority for assigned utilities projects.

Consults with contractors, builders, and engineers on problems relating to the design, construction, and maintenance of assigned utilities facilities.

Coordinates construction management of the Utilities Division's projects with the Engineering and Transportation Division staff.

Consults with and advises the Deputy Director on issues relating to the Utilities Engineer's particular function.

Advises other sections and program staff within the Utilities Division on engineering and technical matters.

Prepares project statements outlining scope of projects, design criteria, available data, background, scheduling coordination, and financing for utilities projects.

Participates in interviews and selection of new employees under the position responsibilities as directed, and trains employees in work procedures, standards and safety practices.

Prepares and provides input into employee performance evaluations, including setting and assessing goals, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering.

Familiarity with applicable laws and regulatory codes relevant to planning, design and construction of water, wastewater, and storm drainage projects.

Current developments, literature, and sources of information relative to municipal utilities engineering.

Modern methods and techniques used in the design and construction of a wide variety of utilities engineering projects.

Group and interpersonal dynamics.

Principles of management and supervision including work planning, direction, training and evaluation of work and staff performance.

Asset management.

Geographic Information Systems (GIS).

Ability to:

Supervise, train and evaluate professional and technical subordinates.

Set priorities, organize projects and meet deadlines and budget constraints.

Perform complex engineering computations and design, check, and supervise the construction of a wide variety of municipal utilities facilities.

Communicate both orally and in writing to prepare clear and accurate reports, lead discussions, and present information to City staff, contractors, and the general public.

Complete assignments in a timely manner with minimum supervision.

Plan and direct the work of other personnel.

Develop and maintain effective working relationships with individuals and groups.

Resolve utilities related construction problems in the field.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience in professional engineering work in the design and construction of water and wastewater projects including one (1) year of supervisory or lead experience.

Education: Bachelor's degree or equivalent from an accredited college or university in civil engineering, or a closely related field with major work in civil engineering. A master's degree is desirable.

Licenses and Certificates: Possession and maintenance of a certificate of registration as a Professional Engineer (Civil or Mechanical) in the State of California.

Possession and maintenance of a valid Class C California driver's license.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors.

Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year.

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FPPC STATUS: Designated
FLSA STATUS: Exempt